

## City Hall January 2019 Monthly Report

### Jennie Duncan

- Vendors/ Council Packets
- Downtown Development Authority Vendors
- Monthly utility billing newsletter
- Monthly Ordering
- Coordinate monthly training – Discrimination
- Labor Report to State of Michigan
- Met with Lindsay Hager to go over the Community Development Block Grant and fence for splash pad
- Monthly grant drawdowns
- Assessing Key Topics Training

### Bridgette Miniear

- Completed bank reconciliation
- Calculated and mailed out monthly bills
- Completed Board of Review and Assessing Key Topics Training
- Worked with auditors and BS&A on 2018 W-2's and 2017 W-2 Corrections
- Completed 2018 1099's
- Worked with BS&A and Kevin Kraft's office to complete Downtown Development Authority 2018 W-2's and 1099's
- Complete Famer's Market conversion into BS&A system by 2/5/19
- Complete Downtown Development Authority bank reconciliation by 2/7/19

### Alyssa Rosebrugh

- Organizing and filing at the Water/Wastewater Treatment Plant office
- Researching online campground technology
- Updating bulletin boards at the depot and city hall
- Updating all official Facebook pages to inform the public
- Researching old city hall and new city hall prospects
- Reformatting the Special Events Policy
- Board of Review and Assessing Key Topics Training
- Safety Manual for city employees – due February 28, 2019
- Bump-out Garden Policy – due March 31, 2019
- Department of Public Works Procedural Manual – due March 31, 2019